United Nations ST/SGB/1998/16

Secretariat

30 October 1998

Secretary-General's bulletin

Organization of the United Nations Office at Vienna

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office at Vienna,[1] promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1998/17, entitled "Organization of the United Nations Office for Drug Control and Crime Prevention".

Section 2

Functions and organization

2.1 The United Nations Office at Vienna serves as the representative office of the Secretary-General in Vienna and performs representation and liaison functions with permanent missions, the host Government and other Governments and intergovernmental and non-governmental organizations in Vienna; manages and implements the programmes on peaceful uses of outer space and on administration and conference services; provides administrative and other support services to United Nations Secretariat units; administers joint and common services for other organizations of the United Nations system located at Vienna; and manages the United Nations facilities at Vienna.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by a Director-General, at the Under-Secretary-General level, who also serves as the Executive Director of the United Nations Office for Drug Control and Crime Prevention and Executive Director of the United Nations International Drug Control Programme. The Director-General and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Director-General

3.1 The Director-General is accountable to the Secretary-General.

3.2 The Director-General is responsible for all activities of the United Nations Office at Vienna and serves as the representative of the Secretary-General; performs representation and liaison functions with the host Government, permanent missions and intergovernmental and non-governmental organizations based in Vienna; provides

[1] The United Nations Office at Vienna was established in 1979. In 1993, as a result of the restructuring of Secretariat offices and departments, responsibilities related to the Programme on Peaceful Uses of Outer Space were entrusted to the Director-General of the United Nations Office at Vienna. As part of the 1997 reform proposals, the Secretary-General decided to establish in Vienna an Office for Drug Control and Crime Prevention, headed by an Executive Director, comprising the United Nations International Drug Control Programme and a new United Nations Centre for International Crime Prevention, reconstituted from the Crime Prevention and Criminal Justice Division.

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executive direction and management to the programme on the peaceful uses of outer space; provides executive direction and management to the programmes of administration and conference services and other support and common services; is responsible for the management of the United Nations facilities in Vienna; provides executive direction for the work of the United Nations Information Service in Vienna; and provides executive direction for the administrative management of other United Nations entities based in Vienna, such as the International Trade Law Branch of the Office of Legal Affairs, the Reconstruction and Development Support Unit and the United Nations Scientific Committee on the Effects of Atomic Radiation.

Section 4

Office of the Director-General

4.1 The functions of the Office of the Director-General are combined with those of the Office of the Executive Director of the United Nations Office for Drug Control and Crime Prevention. The integrated Office of the Director-General/Executive Director is headed by a chief, who is accountable to the Director-General/Executive Director.

4.2 The core functions of the Office of the Director-General are as follows:

(a) Assisting the Director-General in the overall direction and management of the United Nations Office at Vienna and the coordination of activities of its units;

(b) Cooperating with the host Government and providing protocol services for the United Nations offices at Vienna, including processing letters of credentials for the heads of permanent missions at Vienna and maintaining liaison with non-governmental organizations;

(c) Providing legal services for the United Nations offices at Vienna, as required;

(d) Arranging for representation of the United Nations at meetings and conferences held in Vienna;

(e) Coordinating with the United Nations Industrial Development Organization, the International Atomic Energy Agency and the provisional Technical Secretariat of the Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization on common policy matters affecting the agencies based in Vienna;

(f) Maintaining liaison directly, or through an outposted unit in New York, with the Executive Office of the Secretary-General and other Secretariat units at Headquarters.

Section 5

United Nations Information Service

5.1 The United Nations Information Service is headed by a Chief, who is accountable to the Director-General.

5.2 The United Nations Information Service serves as the United Nations Information Centre for Austria, Hungary, Slovakia and Slovenia and provides support to the Director-General/Executive Director with regard to information services for international conferences, intergovernmental meetings and media relations.

Section 6

Office for Outer Space Affairs

6.1 The Office for Outer Space Affairs is headed by a Director who is accountable to the Director-General of the United Nations Office at Vienna.

6.2 The core functions of the Office are as follows:

(a) Assisting the Committee on the Peaceful Uses of Outer Space in its role as a focal point for international cooperation in space activities;

(b) Acting on behalf of the Secretary-General in fulfilling the responsibilities under the terms of space treaties and declarations of legal principles of the United Nations;

(c) Planning and implementing the United Nations Programme on Space Applications, in particular for the benefit of developing countries, by organizing training courses, workshops and seminars, providing technical advisory services to develop indigenous capability, administering long-term fellowship programmes in the fields of space science and technology applications and managing the resources of the United Nations Trust Fund of the Programme on Space Applications to implement technical cooperation activities of the Programme;

(d) Providing parliamentary services, including the preparation of scientific, technical, legal and policy studies, to the Committee on the Peaceful Uses of Outer Space at its annual sessions, and to its two subcommittees and their subsidiary bodies; assisting in the formulation and adoption of legal instruments and standards relating to the exploration and peaceful uses of outer space; and providing secretariat services to the annual Inter-Agency Meeting on Outer Space Activities and meetings of the Special Political and Decolonization Committee (Fourth Committee) of the General Assembly on issues relating to international cooperation in the peaceful uses of outer space;

(e) Managing the international space information service, including the following:

(i) Maintenance, on behalf of the Secretary-General, of the United Nations public register of information furnished in accordance with article IV of the Convention on Registration of Objects Launched into Outer Space and the dissemination of such information to Member States;

(ii) Acquisition and dissemination of data and information relating to space science and technology and their applications;

(iii) Maintenance of a database for the use of Member States and space-related intergovernmental and non-governmental organizations and an Internet home page for public access;

(f) Acting as executive secretariat for periodic global conferences dealing with international cooperation in the use of space technology to assist in the solution of problems of global significance;

(g) Maintaining coordination and cooperation with space agencies and intergovernmental and non-governmental organizations involved in space-related activities.

Section 7

Division for Administrative and Common Services

7.1 The Division for Administrative and Common Services is headed by a Director who is accountable to the Director-General of the United Nations Office at Vienna.

7.2 The core functions of the Division are as follows:

(a) Providing administrative, conference and related support services for the United Nations Secretariat entities at Vienna and the international organizations with permanent headquarters at the Vienna International Centre;

(b) Liaising and negotiating at the inter-agency level with the secretariat of the Preparatory Commission of the future Comprehensive Nuclear-Test-Ban Treaty Organization and the International Atomic Energy Agency on all aspects of administrative arrangements at the Centre;

(c) Assisting the Director-General in negotiations with host-country authorities on all administrative and financial issues relating to the implementation of headquarters agreements;

(d) Providing conference and interpretation services to Secretariat offices and units and organizations of the United Nations system located at Vienna;

(e) Providing financial services to the United Nations offices at Vienna and liaising with the Office of Programme Planning, Budget and Accounts and Member States on financial matters and contributions; negotiating and administering cost-sharing arrangements for common and joint services between the organizations established at the Vienna International Centre;

(f) Developing and managing human resources requirements of the United Nations offices and units at Vienna, including policy direction, guidance, supervision and implementing personnel administration policies in accordance with the Staff Regulations and Rules;

(g) Providing security and safety services to the users, property and buildings of the Vienna International Centre;

(h) Managing support services, coordinating space planning, including the use of common space at the Vienna International Centre, administering garage facilities and providing commercial, communications and electronic support services;

(i) Providing policy and operational direction for postal administration units at Geneva and Vienna and coordinating their European activities with the United Nations Postal Administration in New York.

Section 8

Final provisions

8.1 The present bulletin shall enter into force on 1 November 1998.

8.2 Secretary-General s bulletin of 6 June 1996, entitled "Functions and organization of the United Nations Office at Vienna" (ST/SGB/Organization, Section: UNOV), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/1998/17

Secretariat

30 October 1998

Secretary-General's bulletin

Organization of the United Nations Office for Drug Control and Crime Prevention

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the United Nations Office for Drug Control and Crime Prevention,[1] promulgates the following:

Section 1

General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletins ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and ST/SGB/1998/16, entitled "Organization of the United Nations Office at Vienna".

Section 2

Functions and organization

2.1 The United Nations Office for Drug Control and Crime Prevention, which consists of the United Nations International Drug Control Programme and the United Nations Centre for International Crime Prevention, is established to enable the Organization to focus and enhance its capacity to address the interrelated issues of drug control, crime prevention and international terrorism in all its forms.

2.2 The Office is divided into organizational units as described in the present bulletin.

2.3 The Office is headed by an Executive Director, at the Under-Secretary-General level, who also serves as the Director-General of the United Nations Office at Vienna. The Executive Director and the officials in charge of each organizational unit, in addition to the specific functions set out in the present bulletin, perform the general functions applicable to their positions, as set out in Secretary-General's bulletin ST/SGB/1997/5.

Section 3

Executive Director

3.1 The Executive Director is accountable to the Secretary-General.

3.2 The Executive Director is responsible for all the activities of the United Nations Office for Drug Control and Crime Prevention, as well as its administration; represents the Secretary-General at meetings and conferences on international drug control and crime prevention; is responsible for coordinating and providing effective leadership for all United Nations drug control and crime prevention activities in order to ensure coherence of actions within the Office as well as coordination, complementarity and non-duplication of such activities across the United Nations system; and acts on behalf of the Secretary-General in fulfilling the responsibility that devolves upon him under the terms of international treaties and resolutions of United

[1] The Office for Drug Control and Crime Prevention was established by the Secretary-General in accordance with his reform programme described in part two, section V, of document A/51/950, dated 14 July 1997. The Secretary-General also decided that the Division for Crime Prevention and Criminal Justice would be reconstituted as the United Nations Centre for International Crime Prevention.

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Nations organs relating to international drug control or crime prevention.

Section 4

Office of the Executive Director

4.1 The functions of the Office of the Executive Director are combined with those of the Office of the Director-General of the United Nations Office at Vienna. The integrated Office of the Director-General/Executive Director is headed by a Chief who is accountable to the Director-General/Executive Director.

4.2 The core functions of the Office of the Executive Director are as follows:

(a) Assisting the Executive Director in the overall executive direction and management of the United Nations Office for Drug Control and Crime Prevention;

(b) Facilitating inter-office cooperation in the implementation of work plans and in administrative matters;

(c) Representing the Office for Drug Control and Crime Prevention at United Nations Headquarters and at the European Union institutions through outposted units in New York and Brussels respectively;

(d) Ensuring the timely implementation of decisions by the Executive Director and coordinating, for the Executive Director, inputs of the United Nations International Drug Control Programme and the United Nations Centre for International Crime Prevention in the activities of the Office for Drug Control and Crime Prevention.

United Nations International Drug Control Programme

Section 5

Functions and organization

5.1 The United Nations International Drug Control Programme (UNDCP):[2]

(a) Serves as the central drug control entity with exclusive responsibility for coordinating and providing effective leadership for all United Nations drug control activities and serves as the repository of technical expertise in international drug control for the Secretariat of the United Nations, including the regional commissions, and other United Nations organs, as well as Member States, and in this capacity advises them on questions of international and national drug control;

(b) Acts, on behalf of the Secretary-General, in fulfilling responsibilities under the terms of international treaties and resolutions of United Nations organs relating to international drug control;

(c) Provides advice to Member States on the implementation of international drug control treaties and promotes effective implementation and adherence to the conventions by States;

(d) Provides secretariat and substantive services to the Commission on Narcotic Drugs and its subsidiary bodies and, with due consideration for treaty arrangements, to the International Narcotics Control Board;

(e) Provides substantive services to the General Assembly, the Economic and Social Council and committees and conferences dealing with drug control matters;

(f) Develops and carries out drug control operational activities at the national, regional and global levels, through a network of field offices; assists Governments in the development and implementation of national, subregional and regional programmes aimed at reducing illicit cultivation, production, manufacture, traffic and abuse of narcotic drugs and psychotropic substances and in improving the effectiveness of measures for controlling the licit supply of drugs and precursor chemicals;

(g) Cooperates closely with outside research institutions, associations and universities to secure and share information on the latest research findings related to drug control; initiates and participates in joint projects; and promotes coordination and cooperation on drug control activities with regional and international organizations.

5.2 UNDCP is divided into organizational units as described in sections 6–9 of the present bulletin.

5.3 UNDCP is headed by an Executive Director who also serves as the Executive Director of the Office for Drug Control and Crime Prevention and Director-General of the United Nations Office at Vienna.

Section 6

Programme Support Service

6.1 The Programme Support Service is headed by a Chief who is accountable to the Executive Director.

[2] The United Nations International Drug Control Programme was established pursuant to General Assembly resolution 45/179 of 21 December 1990 as a single body responsible for coordinated international action in the field of drug abuse control.

6.2 The core functions of the Service are as follows:

(a) Managing the financial resources of UNDCP and the development and implementation of its personnel policy;

(b) Managing the programme planning, budget and performance reporting systems of the Programme.

Section 7

External Relations Unit and Fund-Raising Unit

7.1 The External Relations Unit and the Fund-Raising Unit are each headed by a Chief who is accountable to the Executive Director.

7.2 The core functions of the units are as follows:

(a) Promoting the image of UNDCP and coordinating its communication and public affairs activities;

(b) Developing inter-agency coordination, particularly through the Administrative Committee on Coordination, and cooperation with other international organizations, the private sector and non-governmental organizations;

(c) Mobilizing resources, particularly for technical cooperation activities, involving headquarters and field offices.

Section 8

Division for Treaty Affairs and Support to Drug Control Organs

8.1 The Division for Treaty Affairs and Support to Drug Control Organs is headed by a Director who is accountable to the Executive Director.

8.2 The core functions of the Division are as follows:

(a) Fulfilling, on behalf of the Executive Director, the responsibilities devolving upon the Secretary-General under the drug control conventions and instruments as well as relevant intergovernmental resolutions;

(b) Monitoring the implementation of relevant treaty provisions, intergovernmental resolutions and decisions;

(c) Promoting adherence to the international drug control treaties and their effective implementation by States;

(d) Providing secretariat and substantive services to the Commission on Narcotic Drugs and the International Narcotics Control Board in the execution of their functions;

(e) Providing advice on questions of international and national drug control and support to the treaty-based functions of the Programme.

Section 9

Division for Operations and Analysis

9.1 The Division for Operations and Analysis is headed by a Director who is accountable to the Executive Director.

9.2 The core functions of the Division are as follows:

(a) Coordinating all the operational activities of the Programme undertaken both at headquarters and by the field offices, which are each headed by a UNDCP representative;

(b) Assisting Governments in the development and implementation of drug control programmes at the national, regional and global levels;

(c) Monitoring and analysing global drug trends and serving as a repository of technical and scientific expertise in drug control for the United Nations, Member States and other relevant international and national institutions;

(d) Promoting international norms for the exchange of drug-related information and facilitating the exchange of such information among Member States, United Nations agencies and other international organizations.

United Nations Centre for International Crime Prevention

Section 10

Functions and organization

10.1 The United Nations Centre for International Crime Prevention:

(a) Is responsible for activities in the field of international crime prevention and control; strengthening regional and international cooperation in preventing and combating transnational crime, in particular organized and economic crime, money laundering, illicit trafficking in women and children, financial crimes and terrorism in all its forms; and promoting effective and fair administration of justice, with due respect for the rights of all those affected by crime and involved in the criminal justice system;

(b) Serves as the repository of technical expertise in the field of crime prevention and criminal justice for the Secretariat of the United Nations, including the regional commissions, and other United Nations organs, and acts on behalf of the Secretary-General in fulfilling responsibilities under the terms of international instruments, standards, norms and resolutions in this field;

(c) Provides advice and assistance to Member States on the implementation of resolutions and on the use and application of standards and norms;

(d) Provides assistance to Member States in the implementation of relevant General Assembly resolutions and declarations related to action against terrorism in all its forms;

(e) Provides secretariat and substantive services to the Commission on Crime Prevention and Criminal Justice and its resource mobilization mechanism, and, as required, to the General Assembly and the Economic and Social Council, as well as other bodies and conferences dealing with these issues;

(f) Develops, formulates and implements operational and technical cooperation activities in crime prevention and criminal justice, assisting Governments, at their request, in institution-building and criminal justice reform and coordinating technical cooperation and crime prevention and control strategies at the regional and global levels;

(g) Conducts research and studies at the national, regional and global levels, including regular surveys to assess crime trends and operations of the criminal justice system and promotes the exchange and dissemination of information among States and other entities by maintaining regular contacts with outside institutions, associations and universities;

(h) Mobilizes resources for the implementation of its work programme, in particular its technical cooperation activities, and manages the United Nations Crime Prevention and Criminal Justice Fund;

(i) Cooperates with the United Nations Interregional Crime and Justice Research Institute and coordinates the activities of the regional and affiliated institutes.

10.2 The Centre is headed by a Director, who is accountable to the Executive Director.

Section 11

Final provisions

11.1 The present bulletin shall enter into force on 1 November 1998.

11.2 Secretary-General's bulletin of 27 July 1993, entitled "A description of the functions and organization of the United Nations International Drug Control Programme" (ST/SGB/Organization, Section: UNDCP) is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

United Nations ST/SGB/1998/18

Secretariat

3 December 1998

Secretary-General's Bulletin

Organization of the Executive Office of the Secretary-General

The Secretary-General, pursuant to Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations", and for the purpose of establishing the organizational structure of the Executive Office of the Secretary-General, promulgates the following:

Section 1
General provision

The present bulletin shall apply in conjunction with Secretary-General's bulletin ST/SGB/1997/5, entitled "Organization of the Secretariat of the United Nations".

Section 2
Functions and organization

2.1 The Executive Office, headed by the Chef de Cabinet, assists the Secretary-General in the exercise of his responsibilities. In particular, the Executive Office:

(a) Assists the Secretary-General in the establishment of general policy and in the exercise of executive direction in relation to the work of the Secretariat and of United Nations programmes and other entities within the Organization;

(b) Assists the Secretary-General in his relations with the principal organs of the Organization;

(c) Assists the Secretary-General in supervising and coordinating the work of the Organization, pursuant to his decisions and the relevant directives of the intergovernmental bodies concerned, relating to political missions, preventive diplomacy, peacemaking, peacekeeping and peace-building, as well as the economic, social, humanitarian and human rights areas, and administration and management;

(d) Assists the Secretary-General in his capacity as Chairman of the Administrative Committee on Coordination and in his inter-agency coordination function in relation to the United Nations system of organizations;

(e) Assists the Secretary-General in his contacts with Governments, delegations, non-governmental organizations, the press and the public;

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(f) Prepares speeches and statements for the Secretary-General, and prepares, or coordinates the preparation of, briefing material for his personal attention;

(g) Deals with protocol, liaison and representation, organizes official ceremonies and similar functions and makes arrangements for official receptions and other functions hosted by the Secretary-General;

(h) Provides the Secretary-General with administrative support, makes travel arrangements for the Secretary-General and his party on official missions and maintains the personal security of the Secretary-General and his family.

2.2 The Executive Office similarly assists the Deputy Secretary-General in the exercise of the responsibilities assigned to that Office.

Section 3
Final provisions

3.1 The present bulletin shall enter into force on 1 January 1999.

3.2 Secretary-General's bulletin of 22 May 1996, entitled "Functions and organization of the Executive Office of the Secretary-General" (ST/SGB/Organization, Section: EOSG), is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General